

# 1 INTRODUCTION

## 1.1 FORWARD

This Safety and Health Policies and Procedures Manual has been developed as a tool for the Department of Management and Budget (DMB) to use in developing and implementing a comprehensive and integrated Safety and Health System. The systems view of safety is not just a collection of programs or projects that will go away when the safety record improves. Real improvement comes from improving systems. As a result, Safety and Health requirements should be integrated into standard operating procedures of the business processes which are used in DMB.

The Safety and Health System includes management, supervision, and employees working to protect our number one asset, **people**, and interacting to review and improve work processes to support this objective. The strategy is based on setting up a system so everyone can contribute to improving the safety performance of production or service. A system or quality management approach analyzes work processes to find, correct, or eliminate the causes of accidents rather than looking for blame. The safety and health system will reduce exposure to risks, and protect people and property.

This manual includes fundamental policies and procedures designed to prevent accidents and enhance safety and health performance. It will assist the department in making safety and health an integral part of DMB culture, organize the department's safety and health efforts, and communicate the importance of safety and health to all employees.

DMB is committed to the implementation of a Safety and Health System aimed at eliminating work-related illnesses and accidents. This tool, the Safety and Health Policies and Procedures Manual, will assist the department in achievement of that goal and continue to evolve and grow as changes in operations, methods, and regulations occur in the workplace.

## 1.2 SAFETY AND HEALTH POLICY STATEMENT

### SAFETY AND HEALTH POLICY STATEMENT

The SAFETY AND HEALTH POLICY of the State of Michigan is to administer its activities to achieve and maintain protection for its employees, property, and those for whom it has a responsibility, thus assuring efficient utilization of resources, minimizing liability, and advancing the public service.

Furthermore, this SAFETY AND HEALTH POLICY is based on the recognition that:

Injuries and illnesses produce economic and social loss, impair productivity and retard the advancement of standards of living;

Every employee is entitled to a safe and healthful place in which to work;

Accident prevention is good business, since the cost of accidents is always greater than the cost of prevention;

Accidents can be reduced or eliminated by careful planning, training, and accurate operations control measures;

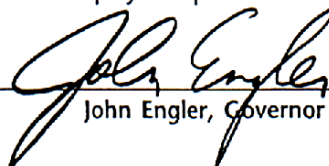
The extension of safety and health awareness to off-the-job activities deserves special attention;

The cooperation of labor and management is necessary for an effective safety and health program.

In recognition of these consequences of workplace illnesses and injuries and in order to reduce or prevent workplace accidents and exposures which result in human suffering as well as economic losses, the following SAFETY AND HEALTH POLICY is now in effect!

1. Occupational accident and illness prevention is a prime function of management, and management will be responsible for the establishment of safe and healthful working conditions.
2. A continuing safety and health program will be developed, implemented, and administered by each department, with statewide coordination.
3. Managers will be accountable for the occupational safety, health, and training of all employees working under their supervision.
4. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains the high safety and health standards as established by the State of Michigan.

I have confidence that the state managers and each individual employee will observe both the letter and the spirit of the SAFETY AND HEALTH POLICY to the end that the state will be a "good place to work" because it is a safe and healthful place to work. The SAFETY AND HEALTH POLICY has my complete support, and the support of state managers and employee representatives.

  
John Engler, Governor

9/18/91  
Dated